

Certification of Final Plan – CD/DVD

Applicants: Please include a *Certification Form* for each architect and/or engineer that prepared final plans for the referenced project.

Please provide the following information:	
Architect/Engineer Name:	Date:
Agency/Firm Name:	Agency/Firm Address (street, city, state & zip):
Agency/Firm Telephone #:	Agency/Firm Fax #:
Project #:	Project Name:
Mark the applicable box:	
<input type="checkbox"/>	I hereby certify that I am an architect registered in the State of New Jersey.
<input type="checkbox"/>	I hereby certify that I am an engineer licensed in the State of New Jersey.
License #: _____ Expiration Date: _____	I further certify that our office prepared the final drawings for (circle the appropriate item/s): Building Plumbing Electrical Fire Protection Elevator Mechanical Site HVAC/Engineering Final plans were submitted on (date) _____ to the Bureau of Construction Project Review on disk. I further certify that the drawings submitted on disk are the drawings to be released.
Signature: _____	
Affix Seal here:	

When submitting final plans to be released, you have the option to supplement the paper plans with a copy on compact disk (CD) or digital versatile disk (DVD). Because electronic submission of the department file copy is strongly encouraged, only the following file formats will be accepted: PDF, XML (with viewer), DWF (with viewer), DWG (with viewer), TIFF and JPEG.

When submitting final plans on a CD or DVD that includes multiple files, please name files to clearly indicate the contents of the drawing e.g. building_structural.pdf, building_egress.xml, plumbing_rough.dwf, electrical_rough.dwg, building_interior.jpeg. Additionally, the disk should be labeled and include the following: Firm Name, Project Title, DCA Project #, Building Name, Building Address, Block/Lot, Drawn By-Initials and Date.

Applicants who submit final plans on disk must also submit a “Certification of Final Plan – CD/DVD” form to be completed by each responsible architect or engineer. All drawings must be viewable; otherwise the applicant will be required to submit revised copies on an additional disk.

Please feel free to contact the bureau with any comments or questions. You may reach the Bureau of Construction Project Review at 609-633-0800.